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ABSTRACT

A new service, TransferTrack, was developed by the National Student Loan Clearinghouse, that will enable postsecondary educational institutions to identify which of their former students have subsequently re-enrolled at other institutions and the identity of such institutions. This system will allow institutions to comply more easily with the Student Right To Know and Campus Security Act of 1990, which requires schools to publish the rate at which cohorts of full-time, first-time, degree/certificate-seeking undergraduate students graduate, and a separate rate at which these students transfer to other institutions. The paper explains the eligibility requirements for participation in TransferTrack, the limitations on students for whom data may be provided, the TransferTrack operational process, the cost of the service, and the procedure for initiating the service. Appendixes provides the TransferTrack request file data element layout and the TransferTrack agreement. (MDM)

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ED 414 789

TransferTrack

A New Service To Provide Post-secondary Educational Institutions With Subsequent Enrollment Information On Students Who Transfer Out To Other Schools

BEST COPY AVAILABLE

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TransferTrack Service Description

The National Student Loan Clearinghouse is preparing to provide a new service--TransferTrack-- to postsecondary institutions. The TransferTrack service will enable an institution to identify which of its former students have subsequently re-enrolled at other institutions, and the identity of the institutions to which the students transferred. This transfer-out information provides the following benefits to participating institutions:

- The data is now necessary for accurately complying with new Federal reporting regulations (Student Right To Know, IPEDS Graduation Rate Survey).

- Transfer-out data can be analyzed by institutional enrollment management personnel to evaluate outcomes and to develop improved retention strategies.

- New federal regulations require the publication and disclosure to prospective students of "success rates" (graduates and transfer-outs). The absence of transfer-out information artificially lowers an institutions disclosed success rate.

The non-profit National Student Loan Clearinghouse is able to provide the TransferTrack service as an outgrowth of its ongoing efforts to simplify student loan enrollment reporting, which has led to the creation of an enrollment database currently reflecting 65% of the nation's postsecondary enrollment and projected to reflect 80% by mid-1998.

Schools may sign TransferTrack agreements beginning in July of 1997. TransferTrack data will be available for distribution, either electronically or on paper, on September 1, 1997.

The Catalyst - New Federal Reporting Requirements

Under the terms of the Student Right To Know and Campus Security Act of 1990 (SRTK) , postsecondary schools participating in Title IV financial aid are required to publish the rate at which cohorts of full-time, first-time, degree/certificate-seeking undergraduate students graduate and a separate rate at which these students transfer to other institutions. The Act requires schools to establish annual cohorts of students beginning with students entering in 1996. The requirements of the IPEDS Graduation Rate Survey are identical to SRTK, except that the first cohort years are 1991 for four-year schools and 1993 for two-year schools. The first report to IPEDS is due by January 1, 1998.

These new reporting requirements pose a significant administrative burden on school records and institutional research offices. A large number of students withdraw from postsecondary schools each year before completing their programs. Of the 1.5 million first-time, full-time freshmen entering school each year, it is estimated that 25%, or almost 400,000 students, do not return for their sophomore years. Others may withdraw at a later stage in their education. Withdrawal rates vary at individual institutions from under 5% to 50% or more. To

comply with SRTK and IPEDS requirements, schools must document students transferring out by obtaining certification of student enrollments either directly from the receiving institutions, or from third-party data systems. A request to send a student's academic transcript to another school is not valid documentation of a transfer. School records and institutional research professionals have had considerable difficulty obtaining data on the activities of their former students after they withdraw. Some efforts have been made to create tracking systems, but these have been limited. Public university systems in some states have developed or are now developing the capability of tracking students who move among their own institutions. Systems to effectively track students who move to out-of-state institutions, or to private institutions within the same state, have not been developed on a state or regional basis.

Although transfer data has been historically difficult to obtain, schools have a strong incentive to discover and publish complete and accurate transfer-out rates. Transfers-out will be perceived as more successful outcomes than withdrawals, and students and their parents will consider transfer-out rates when choosing which schools to attend. In addition, enhanced knowledge about the subsequent schools of attendance by transfer-out students enables institutions to better structure their own academic offerings to better serve student needs and increase the admission and retention rates for future students.

The National Student Loan Clearinghouse

The National Student Loan Clearinghouse was formed as a non-profit corporation in 1993 to assist schools in fulfilling their obligation to report the enrollment status of students with financial aid. The Clearinghouse developed a database consisting of ALL enrolled students at colleges and universities that participate in the Clearinghouse. Participating colleges and universities report the enrollment status of each of their students to the Clearinghouse several times each year to keep the database up-to-date, and appoint the Clearinghouse as their authorized agent for financial aid enrollment reporting. The Clearinghouse provides required reports to lenders, guaranty agencies, and the Federal government on students with financial aid, including students who transfer between institutions or return to school after an out-of-school period.

This service has proven to be popular with schools, as it is totally automated, eliminates significant paperwork, and increases the level of service to students. Also, the basic loan verification services of the Clearinghouse are free to schools, as expenses are paid by student loan guarantors and lenders.

The Clearinghouse enrollment database currently reflects 65% of the nation's postsecondary enrollment and is projected to reflect 80% by mid-1998. In many areas of the country, the Clearinghouse database contains enrollment records on over 90% of all college students. Because new schools begin submitting enrollment data to the Clearinghouse each month, please consult our Web site -- www.nslc.org -- for an up-to-date listing of participating schools, and state-by-state coverage statistics.

Recognizing that the Clearinghouse's database contained enrollment status data on transfer students nationwide which could allow them to comply with the new federal reporting requirements, schools began to ask the Clearinghouse to develop a data-exchange service. The TransferTrack service is a response to those requests, and has been developed in conjunction with registrars and institutional research professionals.

Eligible TransferTrack Participants:

Organizations that are eligible to receive TransferTrack enrollment data include:

- Postsecondary Schools
- Entities representing constituent schools (state university system administration, colleges sharing central data processing facilities, etc.)

To be eligible to participate in TransferTrack, schools must participate in the standard Clearinghouse service; a school must provide enrollment data on all of its currently enrolled students before it can get data on its students' subsequent enrollment in other schools. If a central system administration is requesting data on behalf of its constituent schools, it is necessary for the constituent schools to be participants in the Clearinghouse. Schools wishing to participate in TransferTrack that are not currently participants in the Clearinghouse may contact the Clearinghouse for more information on how to become a participant.

A TransferTrack Agreement (see Attachment 3) between your organization and the Clearinghouse must be executed and returned, prior to the initiation of service.

Limitations on Students for Whom Data May be Provided -- Privacy & Confidentiality

Colleges and universities that populate the Clearinghouse enrollment database, grant the Clearinghouse limited authority to act as their agent in the sharing of student enrollment data, in order to protect the confidentiality and privacy of their students. The Clearinghouse's authority is limited to a) disclosures to a student's financial aid providers, and b) disclosures to a student's prior institution of enrollment, provided that the disclosure is to allow the prior institution to comply with the Student Right to Know Act and the IPEDS Graduation Rate Survey requirements. Disclosures for these purposes, without the prior consent of the student, are not in violation of the requirements of the Federal Educational Rights and Privacy Act (FERPA), as outlined in letters from the Department of Education (available at www. nslc.org). Conversely, disclosures beyond these purposes (for example, non-degree seeking students, part-time students, and transfer-in students) could be in violation of FERPA. Therefore, institutions must warrant in the TransferTrack contract that they will only request subsequent enrollment information on former students who are members of SRTK and IPEDS cohorts whose transfer-out rates they are legally obligated to disclose.

TransferTrack Operational Process

The Transfer-Track data exchange process can be conducted either through paper or electronically via tape, cartridge or diskette. Participants will present a request to the Clearinghouse, listing the names, SSNs, and other data listed below on the population of former students for whom information is sought. This population will be those students covered by SRTK and the IPEDS Graduation Rate Survey who did not successfully complete their course of study at your institution, prior to withdrawing. The Clearinghouse will search its database to determine if it has a record of these students' subsequent enrollments at other schools. The Clearinghouse will return to each Participant a report containing records of all the students in the Participant's original request, including data the Clearinghouse was able to find on subsequent enrollments.

The data to be exchanged between school participants and the Clearinghouse will contain the following data elements, which are more fully described in Attachments 1 and 2 of this document:

Data from Participant to Clearinghouse:

- Student SSN
- Student Name
- Birth Date (optional)
- Date of Last Attendance
- SRTK Cohort Identifier
- Requester Return Field[1]
- School ID Code

Data returned from Clearinghouse to Participant:

- Student's SSN
- Student's Name
- Transfer Record Found Indicator (Yes or No)
- Student's New Name (as reported by transfer-in school, if different)
- Name of School of First Transfer After Date of Last Attendance (if any)
- Office of Post-Secondary Education Code of Transfer-In School (if any)
- Transfer-In School Type
- Transfer Term Begin Date (if any)
- Requester Return Field

To participate electronically in TransferTrack, participants must program their computer systems to create and process the electronic files represented by the layouts contained in

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[1] Requesting school can enter any special data that it wants to attach to each student record, to be returned unaltered by the Clearinghouse, to assist the school in processing the record (e.g. cohort year, special student ID number).

attachments 1 & 2 to this document. Clearinghouse personnel are available to assist participants' programmers and other personnel with consultation and testing support. Paper requests may be submitted in any format the participant chooses.

Cost

Cost reimbursement to the Clearinghouse for the service will be in accordance with the Clearinghouse's published TransferTrack fee schedule. The current fee schedule, which is attached to the TransferTrack Agreement, ties reimbursement to institutional size, with an annual assessment equal to six cents times the institution's unduplicated headcount, subject to a $150.00 minimum. For example, a university with a total enrollment of 5,000 students would pay $300. Participants may present TransferTrack files to the Clearinghouse at any time and as many times during the year as needed.

Initiating TransferTrack Service

We recommend the following steps be taken to initiate start-up of TransferTrack service.

- Be sure you have the consensus of all pertinent school personnel to participate in TransferTrack.
- Determine whether you will send and receive data via paper or electronically, and the frequency with which you wish to exchange data.
- Commit the resources to develop the program which identifies the former students for whom you seek TransferTrack information and their associated data as outlined in Attachment 1.
- Sign the TransferTrack Agreement (Attachment 3)
- Begin providing TransferTrack requests on your preferred schedule.

Finally, remember that we are here to help. Check out our Web site (www.nslc.org) or call us at (703) 742-7791 for further information and answers to your questions.

Attachment 1

TransferTrack
Request File
Data Element Layout

Choice of Media

We accept data by Internet (FTP), 3.5" diskettes, ½" 9 track reel tape, 3480, 3490, and 3490E Data Tape/Cartridge, 8mm data/tape cartridge, 1/4" 150 megabite QIC 150 data/tape cartridge, ½" digital compatible data cartridge, and CD ROM. If your institution chooses tapes for data reporting, we request that you use a new tape to avoid any surface irregularities which might delay the reading and processing of your submission.

Diskette Characteristics (PC Users)

3.5 inch diskettes, DSHD--1.44 megabytes. DOS Format, DOS ASCII Files.
File Name = School Code.TFR (before data compression)
Submission should be formatted to data element layout in a "flat" file.
Use trailing spaces and filler fields to create fixed length records of 500 bytes each.
External label should identify School Name, OPE ID and Creation Date

Tape/Cartridge Characteristics

Unlabeled (no internal label), Density = 6250 BPI.
Format: ASCII preferred, but EBCDIC also accepted (identify which format on the External Label).
Record Length (500) times Blocking Factor (10 Records) = Block Size (5,000 Bytes)
(First Block is Header Record and 9 Detail records, last block ends at trailer record)
Alphanumeric fields left justified with trailing spaces
External label should identify School Code, School Name, Creation Date and Tape Characteristics

General Requirements

* Name suffixes (Jr, Sr, III) have an assigned field. If your system carries the suffix as part of the last name, please parse the suffix from the last name and move it into the suffix field.
* All dates valid, and formatted as YYYYMMDD (Full Year, month, day)
* Some fields should be spaced out if unvalued. These are identified in the fields' comments section.

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Header Record Layout--Total Header Record Length is 500 Bytes.

Field Name	Length	Start	Stop	Req'd	Type	Comments
Record Type	2	01	02	Yes	AN	Value is "H1"
School/Entity Code	6	03	08	Yes	N	a.k.a. Dept of Education "OPE or FICE" code. If unknown, consult your financial aid office, or contact the Clearinghouse. If the requesting entity is not a school, contact the Clearinghouse to obtain a code number.
Branch Code	2	09	10	Yes	N	School/Entity branch code suffix, or 00 if none (same as above if existence of branch code is unknown).
School/Entity Name	40	11	50	Yes	AN	Name of school or entity making this TransferTrack request.
File Creation Date	8	51	58	Yes	N	Date the file was created by school/entity (YYYYMMDD)
Filler	442	59	500	Yes	AN	Spaces

* The Type Codes included in this document are "A" alpha, "N" numeric, and "AN" alpha numeric.

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Detail Record Layout--Each Detail Record must be 500 Bytes in Length.

Field Name	Length	Start	Stop	Req'd	Type	Comments
Record Type	2	01	02	Yes	AN	Value for each Detail record is "D1"
Student SSN	9	03	11	Yes	N	Numbers only, no hyphens.
First Name	20	12	31	Yes	AN	First name of Student
Middle Initial	1	32	32	No	AN	Middle initial of student
Last Name	20	33	52	Yes	AN	Last Name
Name Suffix	5	53	57	No	AN	E.g., III, Jr, Sr
Birth Date	8	58	65	No	AN	Date student was born (if known); otherwise, space out.
Date of Last Attendance	8	66	73	Yes	AN	Last date of attendance at your institution.
Cohort ID Flag	1	74	74	Yes	AN	Y=Student is a member of an SRTK or IPEDS GRS cohort. Otherwise value = N.
School Code	6	75	80	Yes	N	OPE/FICE Code number of school attended. If you are an entity requesting on behalf of multiple schools, enter the code number of the school last attended in this field.
Branch Code	2	81	82	Yes	N	School branch code suffix, or 00 if none. (Same as above for entities requesting on behalf of multiple schools.)

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Detail Record Layout (Continued)

Field Name	Length	Start	Stop	Req'd	Type	Comments
Requester Return Field	50	83	132	No	AN	Enter any data that you want returned with this record (e.g. unique student ID) to assist you in processing it when the Clearinghouse sends you the response file. Otherwise, space out.
Filler	368	133	500	Yes	AN	Spaces

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Trailer Record Layout--Total Trailer Record Length is 500 Bytes

Field Name	Length	Start	Stop	Req'd	Type	Comments
Record Type	2	01	02	Yes	AN	Value is "T1"
Total Record Count	8	03	10	Yes	N	**Total count equals the number of Detail records, plus 2 (the Header and Trailer Records are to be included in the total).**
Filler	490	11	500	Yes	AN	Spaces

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Attachment 2

TransferTrack Response File
Data Element Layout

Tape/Cartridge Characteristics
Unlabeled (no internal label), Density = 6250 BPI
Format = ASCII, unless identified as EBCDIC
Record Length (500) x Blocking Factor (10) = Block Size = 5,000
Alphanumeric fields left justified with trailing spaces
External label w/School OE Number, School Name, creation date, tape characteristics

Diskette Characteristics (PC Users)
3.5 inch diskettes, DSHD--1.44 megabyte. DOS Format/DOS ASCII Files.
File Name = School OE Number.TFR (or if compressed, School OE Number.ZIP)
Diskette is formatted to data element layout in a "flat" file.
Trailing spaces and filler fields are used to create fixed length records of 500 bytes each.
External label w/School OE Number, School Name, File Name, creation date

General Information
All dates are valid, and formatted as YYYYMMDD (Year, month, day)
Alphanumeric fields written in uppercase
The Clearinghouse will not necessarily return the response file on the same tape, cartridge, or diskette provided by the participant.

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Header Record Layout

Field Name	Length	Start	Stop	Req'd	Type	Comments
Record Type	02	01	02	Yes	AN	Value for header record is "H1"
School/Entity Code	06	03	08	Yes	N	School OPE/FICE Code number, or entity code number.
Branch Code	02	09	10	Yes	N	School/Entity Branch Code (00 if none).
School/Entity Name	40	11	50	Yes	AN	Name of school or entity.
Clearinghouse Processing Date	08	51	58	Yes	AN	Date the Clearinghouse created the response file.
Request File Creation Date	08	59	66	Yes	AN	Date the request file was created by school/entity.
Filler	434	67	500	Yes	AN	Spaces

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Detail Record Layout

Field Name	Length	Start	Stop	Req'd	Type	Comments
Record Type	2	01	02	Yes	AN	Value for header record is "D1"
Student SSN	9	03	11	Yes	N	Numbers only, no hyphens included.
First Name	20	12	31	Yes	AN	First name of student
Middle Initial	1	32	32	No	AN	Middle initial of student
Last Name	20	33	52	Yes	AN	Last name
Name Suffix	5	53	57	No	AN	E.g. III, Jr, Sr
Transfer Record Found	1	58	58	Yes	AN	Y = Transfer record found in Clearinghouse database. N = No transfer record found.
Transfer-In First Name	20	59	78	No	AN	First name of student with same SSN as reported by transfer-in school, if different from above (otherwise spaced out).
Transfer-In Middle Initial	1	79	79	No	AN	Middle initial of student with same SSN as reported by transfer-in school, if different from above (otherwise spaced out).
Transfer-In Last Name	20	80	99	No	AN	Last name of student with same SSN as reported by transfer-in school, if different from above (otherwise spaced out).
Transfer-In Name Suffix	5	100	104	No	AN	Name suffix of student with same SSN as reported by transfer-in school, if different from above (otherwise spaced out).

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Detail Record Layout (Continued)

Field Name	Length	Start	Stop	Req'd	Type	Comments
Transfer-In School Code	6	105	110	No	N	OPE/FICE Code of first school enrolled after last date of attendance at your institution.
Transfer-In Branch Code	2	111	112	No	N	Branch Code of transfer-in school (00 if N/A)
Transfer-In School Name	40	113	152	No	AN	Name of transfer-in school.
Transfer-In Institution Type/Level	1	153	153	No	AN	A = 4 year or higher institution, B= 2 year institution, C = less than 2 year institution.
Term Begin Date	8	154	161	No	N	Start date of academic term in which first enrolled after last date of attendance at your institution.
Requester Return Field	50	162	211	No	AN	Data that you put in the Requestor Return Field in the TransferTrack Request file that you wanted returned unaltered with this record to assist you in processing it.
Filler	289	212	500	Yes	AN	Spaces

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Trailer Record Layout

Field Name	Length	Start	Stop	Req'd	Type	Comments
Record Type	2	01	02	Yes	AN	Value for trailer record is "T1"
Records Found	8	03	10	Yes	N	Number of students for which transfer-in enrollment records were reported
Records Not Found	8	11	18	Yes	N	Number of students for which no transfer-in records were found
Total Records	8	19	24	Yes	N	Equal to the total of records found, records not found, plus 2 for the header and trailer records
Filler	476	25	500	Yes	AN	Spaces

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Attachment 3

TransferTrack Agreement

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, National Student Loan Clearinghouse, a not-for-profit corporation organized under the laws of the Commonwealth of Virginia (the "Clearinghouse"), and the undersigned educational institution or entity representing one or more educational institutions (the "Requestor"), hereby agree as follows:

1. If the Requestor is an entity representing one or more educational institutions, all representations, warranties and terms outlined below shall apply to all of the educational institutions the Requestor represents. Requestor shall attach to this Agreement a listing of the schools that it represents.

2. The Clearinghouse provides a central repository for information on the enrollment status of students attending educational institutions who have appointed the Clearinghouse to be their agent for the purposes of reporting the enrollment status of their students.

3. The Requestor has obligations under the Student Right to Know Act (SRTK) and IPEDS Graduation Rate Survey (IPEDS) to determine whether certain students have transferred to other educational institutions subsequent to their last date of attendance at Requestor.

4. The Requestor may, from time to time, submit a TransferTrack Request for subsequent enrollment information on former students who are members of SRTK and IPEDS cohorts. The Requestor represents and warrants that only those students covered by the requirements of SRTK and IPEDS will be included on TransferTrack Requests. The TransferTrack request must contain the data elements, and be in such format, as reasonably required by the Clearinghouse.

5. The Clearinghouse shall compare the TransferTrack Request with its enrollment database, and shall provide the Requestor with subsequent enrollment data maintained by the Clearinghouse on the students in the TransferTrack Request .

6. The Clearinghouse shall use its best efforts to respond to TransferTrack Requests within 21 calendar days of receipt of the request.

7. In consideration of the enrollment status information provided to the Requestor by the Clearinghouse, the Requestor shall pay to the Clearinghouse a fee in accordance with the Clearinghouse's published policies. The Requestor shall receive ninety (90) days prior written notice of any increase in the fee. Payment of fees shall be made within 30 days of receipt of a bill from the Clearinghouse.

8. All official notices under this agreement shall be provided to:

a.) If to the Requestor, to:

_____

_____

_____

Attn: _____

b.) If to the Clearinghouse, to:

National Student Loan Clearinghouse
13100 Worldgate Drive, Suite 240
Herndon, VA 20170-4382
Attn: President

9. This agreement shall continue until terminated. Either party to this agreement may terminate its obligations hereunder by giving thirty (30) days notice to the other party. This agreement may be amended by the mutual agreement of the parties.

NATIONAL STUDENT
LOAN CLEARINGHOUSE

_____
(Name of Requestor)

Signature_____

Print Name_____

Title_____

Date_____

Signature_____

Print Name_____

Title_____

Date_____

NATIONAL STUDENT LOAN CLEARINGHOUSE
SCHEDULE OF FEES FOR SCHOOLS

Published July 1, 1997 and Effective Until Further Notice

Basic Service for Qualifying Programs

Federal Family Education Loan Program	
SSCR's for guaranty agencies and NSLDS	No Charge
Deferment forms, enrollment verifications	No Charge
Federal Direct Student Loan Program	
SSCR's through the NSLDS	No Charge
Deferment forms, enrollment verifications	No Charge
Private Loan, Grant and Scholarship Certifications to Financial Aid Providers Participating in the Clearinghouse	No Charge

Optional Services

TransferTrack℠	Annual fee equal to the school's enrollment times six (6) cents, payable in advance, with a minimum annual charge of $150.00.
Secure Web Access to School and Student Specific Data	No charge through 12-31-97. Thereafter, and upon 90 days written notice, a fee may be charged at a rate to be established by the Clearinghouse Board of Directors.
Processing of Perkins Loan Deferments and various private loan, scholarship, and grant program enrollment certifications	$1.50 per Certification or Unlimited Certifications for an annual fee equal to the school's enrollment times four (4) cents, payable in advance.

Footnote: ***For purposes of cost-reimbursement, enrollment is equal to the unduplicated headcount for the prior academic year.***